

*Federal Executive Board
Hispanic Employment Program Manager's Council
Minutes for 11-10-04
Ruiz Library, Kansas City MO*

Attendees:

Elsa Diaz-Bautista	Teresa Jones
Laura Reyes	Ed Kolodziej
JoAnn M Figueroa	Philip P Pernice
Jessie Cunningham	Greg martinez, FEB
Dohn M Farley	Connie Deese

1) Elsa Diaz-Bautista opened the meeting at 1:30 p.m. She asked everyone to give his or her name and favorite pet.

2) Approval of the October Minutes – Jessie Cunningham made a motion to approve the minutes and Philip Pernice second the motion.

3) Diversity Subcommittee Meeting Report by Elsa – September 14, 2006 is the first choice as a tentative date for Unity Day 2006. Elsa expressed her concern with having the date in Sept, during Hispanic Heritage month. Some agencies observe Hispanic heritage month. Elsa will advocate her concerns to the FEB.

Greg Martinez, from FEB, gave an explanation of FEB's efforts to keep each council informed of the activities of the other councils. Each council will submit a one-paragraph summary to the FEB office, in the Board packets which will be distributed at the FEB meetings. March 16, Elsa will attend the FEB monthly meeting to promote HEPM Council; she will be expected to discuss what the HEPM is all about. Each council in the FEB will have an opportunity to give information about their respective committees. Once a quarter all committee chairs will meet.

4) Elsa suggested we bring in someone to discuss issues involving our goals.

5) December 2 – Date for training session at GSA Plaza Auditorium for council officers. Elsa wants HEPM facilitated by Romell Cooks.

Some Council Banners are looking worn; Greg stated the FEB would be replacing them. FEB is asking for each council to submit their council logo in .jpg format, by mid-December. FEB will purchase the signs and poles

so they will all be the same. The sign will be a 3 x 5. FEB would like the new banners to be ready for the January 15, 2005 meeting or the Martin Luther King Conference.

Joint council meeting in March 2005, will be hosted by HEPM. The FEB will reimburse us \$50.00 for refreshments. There are approximately 138 government agencies, but there is not enough representation from each agency, in many of the councils.

6) Joint Council Meeting – When Elsa asked why we didn't have representation, it was voiced that adequate notice of the date, time and place was not given to all HEPM members. Elsa believed this was because our email system was not up to date, and will make necessary changes to correct the problem. Elsa gave the report of the JCM, by saying that many were concerned about the fact that the meeting ran over because of the presenters. There was a concern that maybe one of our major objectives should be interaction between the councils rather than the presentations.

7) Quarterly Council Chairs will meet at 2:00 p.m.

Quarterly chair meetings will be held:

- January 25, 2005
- April 19, 2005
- July 19, 2005
- October 18, 2005

8) Adopt-A-Family Project – Laura Reyes has talked with Sister Alicia from El Centro, who will provide a family with at least two children. Laura will get the information and email everyone before the December HEPM meeting. Dohn suggested that there be an all Council contribution as well as individual contributions, such as our Adopt-A-Family. It was suggested that the December meeting take place in a more festive place and possibly on a Friday. First Watch Restaurant was suggested. Ed, volunteered, to find out about the restaurant requirements, such as time, date available, will provide information to the Council.

9) We will discuss our goals and By-laws and how to accomplish our goals at the January meeting.

10) Round Robin – Ed informed all that his agency was tasked with submitting a report on Hispanic Employment Initiatives which will ultimately go to President Bush. It includes Recruitment, Development, Retention, and the Hispanic Employment Program. Laura mentioned two vacancy announcements. One was for an Administrative Assistant and the other an IT Spec GS7/9/11/12. See listing on line, job closes 11/24.

Elsa – EPA has forum in February 2005 – Hispanic Stakeholder Meeting to host training and workshops. Will send email with more information. KCPT has Spanish language programs.

The meeting adjourned at 3:30.

NEXT MEETING: December 10, 2004

Location: First Watch Restaurant

1022 Westport Road

Kansas City, MO

816-931-1054 (Alex – Contact Person)

Time: 11:30 a.m. to 2:30 p.m.